



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**SPED 04-21**

**MEMORANDUM**

To: Directors of Special Education  
Charter School Administrators

From: Joanne C. Phillips  
Deputy Associate Superintendent  
Exceptional Student Services

Peggy Staples  
Data Management Specialist  
Exceptional Student Services

Date: 10/07/04

Re: Service Codes

Over the years, there has been much confusion on service codes, their definitions, and how to determine what service code should be assigned to a special education student when reporting to the Student Accountability Information System (SAIS). Information on these services codes can be found the ADE website links: [http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/SPEDCensusInstrsFY04\\_05.pdf](http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/SPEDCensusInstrsFY04_05.pdf) and <http://www.ade.az.gov/ess/DataManagement/documents/servicecodedefinitions.pdf>.

When making the determination of which service code to assign to a special education student, determination should be based on location, not the amount of special education services received. Service codes are tied to LRE – the amount of time a student is with non-disabled peers. In addition, keep in mind that service codes and definitions differ for preschoolers and school age children.

Training on service codes will be provided on the following dates and times, in conjunction with the School Finance workshops:

**Thursday, October 14<sup>th</sup>** at ASU Downtown - Phoenix from 10:45am – 11:30am.  
**Tuesday, October 19<sup>th</sup>** at Sinagua High School – Flagstaff from 10:45am – 11:30am.  
**Wednesday, October 20<sup>th</sup>** at Mohave County Office – Kingman from 10:45am – 11:30am.  
**Wednesday, October 27<sup>th</sup>** at Estrella Mountain Community College – Avondale from 2:15pm – 3:00pm.  
**Tuesday, November 2<sup>nd</sup>** at Tucson Unified School District – Tucson from 2:15pm – 3:00pm.  
**Monday, November 15<sup>th</sup>** at ASU East – Mesa from 2:15pm – 3:00pm.

For additional information on the School Finance workshops, please contact ADE School Finance at 602-542-5695 or via email: [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov).

If you have any questions on how to determine service codes for special education students, feel free to contact Peggy Staples at (602) 364-4024 or via email: [pstaple@ade.az.gov](mailto:pstaple@ade.az.gov).